

BURWELL PARISH COUNCIL

The Jubilee Reading Room 99, The Causeway, Burwell Cambridge. CB25 0DU Telephone 01638 743142
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Minutes of the Meeting of the Burwell Parish Council held at 7.30pm on Tuesday 25th November 2025 at Mandeville Hall, Tan House Lane (Off Reach Road), Burwell CB25 0AR.

Present: Elizabeth Swift (Chair), Lea Dodds, Richard Jenkins, Linda Kitching, Jim Perry, Geraldine Tate, Paul Webb, Brenda Wilson, Ian Woodroofe

In attendance: Katherine Hyett (Clerk),

FC/251125/01 Apologies

Apologies were received and accepted from: no apologies were received.

Absent: Michael Geary, Chris O'Neill, Ken McCarthy

FC/251125/02 Declarations of any interests known to Councillors

To receive Declarations of Disclosable and/or Non-Disclosable Pecuniary Interests as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any agenda item.

No interests were declared.

FC/251125/03 Approval of Minutes of the meeting of 11 November 2025

The minutes of the meeting held on 11 November 2025 were approved and signed as a true and accurate record.

Proposed by Jim Perry, seconded by Linda Kitching and agreed by all.

FC/251125/04 Public Forum

Open forum to provide an opportunity for members of the public to raise questions for future agendas or on items that are on the current agenda. To allow any members of the public and Councillors declaring an interest to address the meeting in relation to the business to be transacted at that meeting. At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chair. Limited to three minutes per person, fifteen minutes in total.

No matters were raised in the public forum

FC/251125/05 Planning Applications

The following planning applications were considered:

25/01199/FUL 16 Reach Road

2No. detached single-storey, two-bedroom dwellings, with associated amenity and parking space.

Response: The Council would like to submit an objection based on over development of plot. They would also like to raise a concern about loss of local bio-diversity and hope that the reinstatement of bio-diversity will be made locally.

Proposed by Paul Webb, seconded Ian Woodroofe, all in favour

FC/251125/06 Planning decisions from District Council

The following decisions were noted:

25/00896/FUL 54 Swaffham Road – APPROVED

Single storey rear extension, loft conversion with rooflights and front dormer window

25/00983/FUL 6 Low Road – APPROVED

Demolition of existing conservatory and construction of two storey rear extension

24/00958/FUL Site East Of 48 The Causeway - APPROVED

3 no outbuildings demolished and construction of a single dwelling, garage, access and associated site preparation works

FC/251125/07 Notifications from ECDC of approved work to trees

The following decisions were noted:

25/01094/TRE 25B The Causeway - APPROVED

T1- Ash crown reduce 3m to maintain tree in the space available

25/01006/TPO Margaret Field Heath Road - APPROVED

T11 Beech - Remove tree leaving bottom 4m of trunk as habitat pole. Kretzschmaria deusta fungal fruiting bodies (fresh and old) present on base and lower trunk. Major crown dieback.

T12 Beech - Remove tree to ground level. Major dieback in crown. Root plate has failed; tree is hung up in neighbouring Beech (T11)

25/01077/TRE 6A North Street - APPROVED

T1 Conifer hedge - Fell to allow driveway extension

FC/251125/08 Urgent Matters for Consideration

- 1) It was resolved to approve the following payments:
Proposed by Paul Webb, seconded by Brenda Wilson and agreed by all

Name	Description	Net Amount	Vat	Total Amount	Power
Burwell Museum	Donation from Climate Change budget approved 14.10.25	£2,000.00	£0.00	£2,000.00	
Lloyds Bank	Admin £95.45 Fee £6.00	£101.45	£0.00	£101.45	LGA 1972 s.111
East Cambs District Council	Premises Licence Mandeville Hall	£180.00	£0.00	£180.00	LGA 1972 s.133
ESPO	Cleaning Materials/Stationery	£62.13	£12.43	£74.56	LGA 1972 s.111
Sharp	Photocopier Contract	£39.99	£8.00	£47.99	LGA 1972 s.111
Ellgia	Waste Collections	£209.10	£41.82	£250.92	LGA 1972 s.111
Huws Gray	Maintenance Supplies	£196.40	£39.28	£235.68	LGA 1972 s.111
Engie	MH Gas	£340.38	£17.02	£357.40	LGA 1972 s.133
Engie	JRR Electric	£121.61	£6.08	£127.69	LGA 1972 s.133
Engie	JRR Gas	£239.83	£11.99	£251.82	LGA 1972 s.133
Engie	Cemetery	£15.57	£0.78	£16.35	LGA 1972 s.214(2)
Engie	Public Toilet	£24.79	£1.24	£26.03	Public Health Act 1936 s.87
Engie	Allotment Shed	£48.61	£2.43	£51.04	Small Holding and Allotment Act 1908 ss23,25
Engie	Pavilion	£445.20	£22.26	£467.46	LGA 1972 s.133
Engie	GMH	£691.97	£34.60	£726.57	LGA 1972 s.133
Joshua White	Return of Deposit	£50.00	£0.00	£50.00	
I F Muntoreanu	Return of Deposit	£50.00	£0.00	£50.00	
Lynsey Cirenza	Return of Deposit	£50.00	£0.00	£50.00	
N Naude	Return of Deposit	£50.00	£0.00	£50.00	
O Rubinstein Bayliss	Return of Deposit	£50.00	£0.00	£50.00	

D Nightingale	Return of Deposit	£50.00	£0.00	£50.00	
T Palmer	Return of Deposit	£50.00	£0.00	£50.00	
Spectrum Cambridge	Return of Deposit	£50.00	£0.00	£50.00	
		£5,117.03	£197.93	£5,314.96	

FC/251125/09 Other Reports for noting

None

FC/251125/10 Other matters from Cambridgeshire County Council and East Cambridgeshire District Council

- 1) To confirm Councillor attendance at the following meeting:
Webinar - Cambridgeshire County Council Budget Briefing with Town and Parish Councils
Thu, 11 Dec 2025 18:30 - 19:30. Registration required on Teams.
It was resolved that Jim Perry and Liz Swift would register to attend
- 2) **25-2089 Laburnum Lane, Burwell**
Anticipated Works Dates/Times: 08:00hrs to 18:00hrs 3 December 2025; to facilitate meter maintenance and associated works which are being carried out on or near this highway. **Noted**
- 3) To confirm Council feedback on the Greater Cambridge Partnership Newmarket Road Travel Hub Consultation.
It was resolved that Council would write to the Great Cambridge Partnership to express their agreement with the feedback provided by the A-B1102 group. Liz Swift will pass on thanks to the A-B1102 group for their voluntary work on this.
Proposed by Lea Dodds, seconded by Geraldine Tate and all voted in favour.
- 4) To inform Council about the lease of Burwell Day Centre and request authorisation to pay Cambridge County Council the sum of £158.30 for Buildings Insurance.
It was resolved that we pay the buildings insurance as per the lease terms. Paul Webb proposed, Lea Dodds seconded, all voted in favour.
There was further discussion about the lease. Paul Webb and Liz Swift, as trustees at the day centre, will discuss at a day centre meeting and report back to the Clerk.

Meeting Closed: 19:50

Signed

Dated